

**TOWN OF PORTSMOUTH, RI**  
**TOWN ACCOUNTANT**

Department:	Finance
Reports to:	Finance Director
Supervises:	
Position Status:	Exempt
Union/Non-Union	Non-Union

**Position Summary/Purpose:**

Performs a variety of professional, administrative, and technical accounting and finance functions in maintaining the fiscal records and systems of the Town. Reports directly to the Finance Director.

**Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Assists the Finance Director in planning, directing, coordinating, and reviewing activities and personnel within the Finance Department.
- Performs technical accounting duties in the areas of maintaining Town fund ledgers, maintaining receivable and liability balances and reconciling departmental records with ledgers maintained by the Finance office.
- Establishes and maintains internal control procedures and assures that state and national standard accounting procedures are maintained.
- Assumes duties of Finance Director in the absence of the Finance Director, or as assigned when the Finance Director is unavailable.
- Prepares periodic financial, statistical, and operational reports as assigned.
- Responsible to make hiring/firing recommendations within the Accounting division.
- Carry out bank reconciliations for all Town accounts, investigating any unusual items and preparing them for review by the Finance Director.
- Assist the Finance Director with the annual audit process and execution.
- Oversees the Town's fixed asset additions and disposals.
- May be expected to attend Town Council meetings.
- Maintain and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs, recommend and administer policies and procedures.

- Train and motivate personnel, provide or coordinate staff training, work with employees to ensure compliance to policies and procedures.
- Provide support and direction to other staff and departments regarding budgetary matters.
- Prepare, review, correct, and distribute expenditure and revenue reports to the Town Administrator and Town Council as needed.
- Consistent on-site office and on-time attendance is essential for this position.

#### **Other Functions:**

- Performs similar or related work as required, directed or as situation dictates.
- Continually look to identify areas for improvement and develop processes to enhance the level of service in the Finance/Tax Office.
- Continues required training and professional development; keeps current with trends.
- Assists other department staff as needed to promote a team effort to serve the public.
- Composes, inputs, and edits a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

#### **Minimum Qualifications:**

Bachelor's degree in accounting, finance or public administration or related degree from an accredited college or program; four (4) years of experience in municipal and/or public accounting/finance roles; or any equivalent combination of education, training and work experience.

#### **Special Requirements:**

Successfully complete an in-depth criminal background check performed by Portsmouth Police Department.

#### **Knowledge, Skills, and Abilities:**

- Proven and thorough knowledge of the principles and practices of fund accounting, budgeting, auditing, and considerable knowledge of bookkeeping principles and practices.
- Working knowledge of public administration principles and practices as applied to a municipal financial management operation.
- Ability to utilize data processing applications as they related to the functions of the Finance Department.
- Ability to prepare accurate spreadsheets and reports for the department; ability to implement office administration operations with and without oversight.
- Demonstrated ability and experience in the areas of financial management, decision making, report development, and communications.
- Experience in the development of municipal operating budgets and capital project budget appropriations.

- Ability to design and maintain customized grant or project reporting systems on an appointed individual project basis.
- Ability to successfully communicate and interoperate with peers and subordinates on operations and activities related to the municipal government.
- Thorough ability to establish and maintain effective working relationships with co-workers, financial institutions, vendors, consultants and other governmental agencies and members of the community.
- High level of customer service skills.

### **Supervision:**

*Supervision Received:* Works under the direction of the Finance Director, follows professional standards, policies and procedures.

*Supervision Given:* None.

### **Job Environment:**

Administrative and financial work is performed in a moderately noisy office with occasional interruptions during the day from municipal staff, outside vendors and public officials to deal with related issues and problems.

Requires the operation of a motor vehicle, cellular and other telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with department heads, Finance staff, Town staff, administrative staff, bank representatives, bond counsel, brokers, financial advisors, Town attorney, Town Administrator, Town Council, major contractors, auditors and state and federal agencies. On occasion responds to residents' questions. Communication is frequently in person, by telephone, mail, and in writing and e-mail. Contacts require a high level of detail and professionalism.

Errors in judgment or omissions could result in monetary loss, delay in service, severe financial and legal impact.

**Physical and Mental Requirements:****Work Environment**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions		X		
Work in high, precarious places	X			
Work with toxic or caustic chemical	X			
Work with fumes or airborne particles	X			
Non-weather related – extreme heat/cold	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Driving		X		

**Physical Activity**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking and hearing				X
Using hands/fingers to handle/feel				X
Climbing stairs		X		
Stooping to file	X			
Reaching with hands and arms			X	
Tasting or smelling	X			
Bending, pulling, pushing		X		

**Lifting Requirements**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

**Noise Levels**

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very quiet (forest, isolation booth)	X			
Quiet (library, private office)			X	
Moderate noise (computer, light traffic)			X	
Loud noise (heavy equipment/traffic)	X			
Very loud (jack hammer work)	X			

#### Vision Requirements

- X Close vision (i.e. clear vision at 20 inches or less)
- X Distance vision (i.e. clear vision at 20 feet or more)
- X Color vision (i.e. ability to identify and distinguish colors)
- X Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- X Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

*(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*